

March 24, 2006

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Property & Liability Claims Examiner (P3), Job #06-156. Position will remain open until filled.

**PROPERTY & LIABILITY CLAIMS EXAMINER (P3)
ABAG PLAN CORPORATION**

Under supervision of Claims Manager, assists in public entity property and liability claims adjusting for member cities.

DUTIES INCLUDE:

- Investigating, evaluating, and resolving claims as assigned
- Managing member city claim reporting and follow up procedures
- Organizing workload to assure accuracy and timeliness
- Managing records system and claim diary systems

QUALIFICATIONS:

- Excellent communicator; both written and oral
- Excellent customer service skills; strong public relation skills
- Must be organized and able to manage multiple tasks effectively
- Proficiency with MS Office (Word and Excel) and claims adjusting software

EDUCATION AND EXPERIENCE

A Bachelor's degree or equivalent with major course work in business, public administration or related field. Minimum of three years of progressively responsible claim adjusting experience. AIC, ARM, CPCU designation or independent adjusting license desirable as well as experience with public entity claims. Responsible related experience may be substituted for required education on a year-for-year basis for a maximum of two years.

ADDITIONAL INFORMATION

This is a field position which requires a valid California driver's license with a clean driving record.

COMPENSATION AND BENEFITS

Salary: \$5,353 - \$6,457 per month

Pension: Employer Paid PERS 2.5% @ 55

Deferred Compensation: STARS 457 Retirement Plan

Health and Dental: Dental Insurance and choice of three HMO and two PPO Plans

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 06-156
P.O. Box 2050
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 06-156, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.